



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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COMMISSIONER OF ADMINISTRATION

September 17, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-14

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Miscellaneous Insurance Vendor "NZ" Wage Types

Several miscellaneous insurance products currently available for payroll deduction are deducted using an NZ/Ineligible wage type. This NZ wage type may be used for more than one product for a vendor (e.g. American Income Life, 30007 – Dependent Life, Term Life and Whole Life are all deducted using the NZ/Ineligible wage type 3009 or NZ/Ineligible-AL wage type 3409). In order to more accurately determine participation for miscellaneous vendor products, each agency's Employee Administration Unit must begin splitting out employee's recurring deductions for these ineligible products into separate wage types.

The Office of State Uniform Payroll (OSUP) requested reports from those vendors with more than one NZ product. These reports list those employees who currently have a deduction for an NZ product. Some of the information provided on the report will be the employee's name, social security number, product name and deduction amount for NZ products only. Reports have been received from several vendors and are attached to this memorandum. OSUP is expecting no more than three additional reports to be received within the next month that will be forwarded to agencies as they are received.

New wage types have been set up for each NZ product and are available in ISIS HR at this time. Attached is a listing of all current NZ/Ineligible products, the associated wage types that will need to be delimited, and the new wage types that will need to be used to set up the new deduction. Any new deductions set up with an effective date of September 1, 2001 or later should use these new wage types instead of the previous NZ/Ineligible wage types. Please refer to On-Line Help for instructions on delimiting and creating recurring deductions/payments prior to contacting the ISIS HR Help Desk or OSUP with questions. **Agency Employee Administration Units must begin making these changes using the attached Wage Type Listing, the attached vendor reports and On-Line Help:**

- Verify the total NZ/Ineligible deduction amount currently set up in ISIS HR matches the total amount indicated on the vendor report for each employee before making any changes.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-14

September 17, 2001

Page 2

- Delimit the current NZ/Ineligible recurring deductions that are being deducted under a wage type listed under the column "Current Wage Type Used" on the Wage Type Listing report for each employee listed on the vendor reports.
- Create a new recurring deduction for the product/products shown on the vendor report using the new wage types as shown in the column "New Wage Type to Be Used" on the Wage Type Listing report.

Any discrepancies between the report from the vendor and the current deductions in ISIS HR should be brought to the attention of OSUP prior to any changes. These discrepancies will have to be resolved between the vendor/OSUP and the agency/employee to make sure the correct deduction is set up. **All changes should be made as soon as possible but, must be completed prior to lockout on Monday, December 24, 2001.**

If you have any questions, please contact a member of the Benefits & Financial Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Ralph Noland	342-5377
Angel Vernon	342-5344		

JWC/PAR:kmb

Attachments: (1) Wage Type Listing for Miscellaneous Insurance NZ Ineligible Products  
(2) Miscellaneous Vendor NZ Reports